



## **JOB DESCRIPTION**

**Post:** **Teacher of Modern Foreign Languages (French and German)**

**Salary Scale:** **Main Pay Scale/Upper Pay Scale**

**Responsible to:** **Line Manager – Head of Department**

**In all aspects of the post the person appointed must implement faithfully and effectively the Aims and Policies of this Roman Catholic school and work collaboratively to ensure that the Christian ethos, standards of academic excellence and good behaviour are maintained and strengthened.**

<b>Core Purpose</b>	<p>At St. Thomas More we believe that every learner is unique with a particular blend of God-given talents and gifts and that individuals should be encouraged, challenged and given opportunities to develop their full potential as human beings.</p> <p>To realise this we are committed to:</p> <ul style="list-style-type: none"><li>▪ developing a learning community based on Christian values</li><li>▪ providing a secure, welcoming and ordered environment in which individuals can learn</li><li>▪ supporting quality learning through quality teaching</li><li>▪ encouraging everyone to strive to do their best and to strive for the highest standards in all areas of activity</li><li>▪ helping students grow into confident, open, resourceful young people with a sense of self-worth and aspiration for their future</li></ul> <p>working with stakeholders and partners to achieve the above</p>
<b>Main Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"><li>▪ to raise standards of pupil attainment and achievement and monitor and support pupil progress</li><li>▪ to implement the school and department vision and development plan</li><li>▪ participate in the performance management process</li><li>▪ effectively implement all school policies and procedures</li><li>▪ to ensure behaviour is monitored and strategy is implemented across the department</li><li>▪ creatively enhance teaching in the department</li><li>▪ to ensure all documentation is consistently applied</li><li>▪ ensure all deadlines are met</li><li>▪ participate fully in school monitoring and evaluation process</li><li>▪ provide cover work in your absence</li><li>▪ Supervise and as far as practicable teach any students whose teacher is not available to the (in line with the school's cover policy)</li></ul>

<b>Teaching &amp; Learning</b>	<ul style="list-style-type: none"> <li>▪ teach high quality, engaging and inspiring lessons that promote pupil progress and foster a love of the subject</li> <li>▪ plan and prepare lessons for all ability ranges, adapting as appropriate to support and extend learning</li> <li>▪ give clear targeted feedback and focused support</li> <li>▪ give pupils maximum opportunity to make measurable progress</li> <li>▪ participate in meetings at the school which relate to either curriculum or pastoral</li> <li>▪ Set homework in line with Departmental policy</li> </ul>
<b>Curriculum</b>	<ul style="list-style-type: none"> <li>▪ ensure continuity and progression from KS2 to KS4 through to Post 16 education</li> <li>▪ organise enrichment opportunities for pupils to extend their subject education outside of lesson time activities</li> <li>▪ keep abreast of developments in all aspects of education as well as in the subject(s) in order to plan effectively</li> </ul>
<b>Assessment</b>	<ul style="list-style-type: none"> <li>▪ participate and prepare pupils for public examinations</li> <li>▪ assess, record and report on progress and attainment of pupils</li> <li>▪ ensure that marking follows the Departmental marking policy guidance</li> <li>▪ keep records of pupil progress and attainment</li> <li>▪ meet deadlines for assessments and reports</li> </ul>
<b>Resource Management</b>	<ul style="list-style-type: none"> <li>▪ ensure that relevant Health and Safety legislation is followed</li> <li>▪ manage and care for your room/teaching environment, reporting problems as needed</li> <li>▪ ensuring the effective and efficient management and organisation of learning resources, including information and communications technology</li> <li>▪ maintaining existing resources and exploring opportunities to develop or incorporate new resources into schemes of work</li> <li>▪ ensuring that there is a welcoming, safe working and learning environment in which risks are properly assessed</li> </ul>
<b>Catholic Life of the School</b>	<ul style="list-style-type: none"> <li>▪ to play a full part in the life of the school community, to support its distinctive Catholic vision and ethos and lead pupils to do the same</li> <li>▪ to actively support BBCET and the school's policies and aspirations</li> <li>▪ to adhere to the staff professional code of conduct</li> <li>▪ to comply with the School Health and Safety Policy and undertake necessary risk assessments</li> </ul>
<b>Form Tutor Pastoral care</b>	<ul style="list-style-type: none"> <li>▪ Support the spiritual development of students by ensuring daily opportunities for prayer.</li> <li>▪ maintain good order in your classroom and subject area</li> <li>▪ support colleagues in managing the behaviour of pupils studying the subject</li> <li>▪ liaise with year leaders in promoting good behaviour in lessons and on the way to and from lessons</li> <li>▪ attend assemblies and support the management of pupil entry and exit</li> </ul>

	<ul style="list-style-type: none"> <li>act as tutor to designated pastoral team</li> </ul>
<b>Other professional requirements</b>	<ul style="list-style-type: none"> <li>to undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher (School Teacher Pay and Conditions)</li> <li>to undertake any reasonable request of the Headteacher and accept any reasonably delegated additional responsibility from the Headteacher</li> <li>to adhere to the BBCET staff code of conduct and Teachers' Standards</li> </ul>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to *'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome'* (RB) and we recognise the intrinsic value all people.

St Thomas More Catholic High School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: March 2024